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4-9-58

Subj: Supporting Data for 2nd Article "Records Mgt & Our Space Problem"

1. RC Savings of (Cover) $1\frac{3}{4}$ million computed on basis of:

46,042 cu ft recd thru FY57
6,793 " " " " Feb 58
52,835 total cu ft recd.
× 8
6,604 Equiv. in 4 dr. cabs.
× $259 - Prorated cost of cabs.
$1,710,436
195,000
$1,905436

Plus 52,000 sq ft fl. space @ $3.75 each = $ 195,000

2. The RC storage cost of $10,40 is based on the annual cost of $.26 to store one cu ft of records projected to 8 cu ft for 5 yrs. Cost includes containers, shelving, and floor space, but not labor or maintenance costs. The safe cabinet cost is based on $428 for safe cabinet.

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(over)

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plus $30 each year (8 sq ft @ $3.75)
for five years.

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Records Handled by RC (FY's) and RC of Funds

	Cu Ft.	of Funds
1957	41,167	66,000
1956	30,711	56,000
1955	20,220	55,000
1954	14,713	55,000
	106,811	$232,000

Cost to Handle Records in Hdq. based on $20 per cu ft per year

1957	41,167	$823,340
1956	30,711	614,220
1955	20,220	204,400
1954	14,713	294,260
		$1,936,220
	Less RC of Funds	232,000
	Net Savings	$1,704,220

NKMc, Feaby, HRA

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($1 2/3 million)

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. . . reduces equipment, space, and clerical costs.

. . . saved over $1\frac{3}{4}$ million in space and equipment costs and an estimated $1\frac{2}{3}$ in ~~funds~~ salaries.

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